

STATE OF LOUISIANA  
SECRETARY OF STATE

W. FOX McKEITHEN  
SECRETARY OF STATE

HELEN J. CUMBO  
ADMINISTRATOR



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(225) 925-4704

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(225) 925-4726  
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**TRANSMITTAL INFORMATION  
For All Business Filings**

***Registered agent, officer, entity status information available via the Internet***

Business Name (List ***exactly*** as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Telephone number

Address

City

State

Zip Code

Mail or deliver the following items to the Secretary of State, at the address below:

- 1) This transmittal form
- 2) Original and one copy of the document
- 3) Filing fee payable to the Secretary of State

Mailing Address: P. O. Box 94125, Baton Rouge, LA \* 70804-9125  
Office Location: 8549 United Plaza Blvd., Baton Rouge, LA \* 70809  
Web Site Address: [www.sos.louisiana.gov](http://www.sos.louisiana.gov)

W. Fox McKeithen  
Secretary of State



**LOUISIANA PARTNERSHIP REGISTRATION FORM**  
**(R.S. 9:3401)**

Enclose \$100.00 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
Web Site: [www.sos.louisiana.gov](http://www.sos.louisiana.gov)

CHECK ONE:      ( ) Original Filing    ( ) Amendment

Current Partnership Name: \_\_\_\_\_

Previous Partnership Name: \_\_\_\_\_

Louisiana municipal address of principal place of business: \_\_\_\_\_

\_\_\_\_\_

Effective date of contract: \_\_\_\_\_ Telephone (    ) \_\_\_\_\_  
Month, Day, Year

Federal tax identification number: \_\_\_\_\_

Name and municipal address of each partner: (Attach addendum if needed)

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature, Title and Telephone of person completing form

\_\_\_\_\_

Date

## INSTRUCTIONS AND LOUISIANA PARTNERSHIP REGISTRY LAW

1. Attach a multiple original signed by all partners or a notarized copy of the partnership contract or amendment.
2. A multiple original of the contract of partnership, or a copy certified by the Secretary of State, shall be filed with recorder of mortgages of the parish in which the partnership maintains its principal place of business.
3. This registration does not serve as a trade name registration.

### **3402. Filing**

The contract of partnership or a multiple original thereof, duly executed by the partners, or a certified copy thereof, or statements submitted by foreign partnerships in accordance with R.S. 9:3421, et seq. shall be filed for registry with the Secretary of State in accordance with the provisions of this Chapter to affect third persons as provided by Civil Code Articles 2806 and 2841 or when the parties choose to comply with the provisions of this Chapter.

### **3403. Contract of Partnership: required content**

A contract of partnership filed for registry with the Secretary of State shall contain the name of the partnership, the municipal address of its principal place of business in this state, and the name and municipal address of each partner, including partners in commendam, if any.

### **3404. Contract amendment**

An amendment to a contract of partnership shall be filed for registry in the same manner as an original contract of partnership. Until filed for registry, such amendment shall not be effective as to third persons. An amendment to a contract of partnership that is not registered with the Secretary of State shall be accompanied by an original copy of the contract of partnership or a certified copy, and all previous amendments.

### **3405. Registration; endorsement; issuance of certificate; effect**

When all fees have been paid, the Secretary of State shall register the contract of partnership, or multiple original, or a certified copy or the statement of a foreign partnership, in the Central Registry for Contracts of Partnership created for that purpose, endorse on all documents delivered the month, day, year and hour of filing, and shall issue a certificate of registry certifying that the contract of partnership or statement of the partnership is filed and registered. The certificate of registry shall be conclusive evidence of due registration. A contract, statement or amendment that is duly registered is deemed registered as of the time of filing.

### **3406. Recorder of mortgages; filings**

A multiple original of the contract of partnership or a copy certified by the Secretary of State and a copy of the certificate of registry shall be filed for registry with the recorder of mortgages of the parish in which the partnership maintains its principal place of business. Failure to file these documents with the recorder of mortgages as provided by this Section shall not affect the title of immovable property as being in the partnership or the status of a partner in commendam or a limited partner.

### **3407. Delivery in advance of effective date**

Prior to its effective date, a contract of partnership or a statement of a foreign partnership may be delivered to the Secretary of State for filing and registration on any specified month, day, year and hour on or before the thirtieth day after the day of delivery.

### **3408. Filing within five days of execution; effect**

A contract of partnership or a statement of a foreign partnership filed for registry with the Secretary of State within five days of execution exclusive of legal holidays, is deemed filed for registry on the month, day, year and hour of execution.

Section 2. The provisions of the Act shall not divest already vested rights or impair the obligation of contracts in existence on the effective date of this Act.

The provisions of this Act shall apply to all partnerships, whether created prior to, on, or subsequent to the effective date of this Act; provided that the lack of compliance with the provisions of this Act shall not affect the ownership of immovable property owned by the partnership on the effective date of this Act or limitations in existence on the effective date of this Act on the liability of partners in commendam, or limited partners.